

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>CHAPTER 200 SUPPORT SERVICES</b>	<b>SUPERSEDES: AR 225 (10/27/02)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 225 OFFENDER'S STORE FUND</b>	<b>EFFECTIVE DATE: 12/17/03</b>

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### **PURPOSE**

To establish guidelines for the receipt, distribution, and reporting of funds in the Offender's Store Fund. **(3-4044)**

### **AUTHORITY**

NRS 209.221  
NRS 209.225

### **RESPONSIBILITY**

The Warden/Facility Manager will be responsible for posting the Offenders' Store Fund Monthly Reports.

Inmate Services is responsible for distribution and monitoring of postings of the report, deposit of all monies to the Offenders' Store Fund and transfer of monies to the Inmate Welfare Fund as applicable.

### **DEFINITIONS**

**INMATE WELFARE FUND (IWF)** – A budget account within a special revenue fund consisting of transfers from the Offenders' Store Fund and other incidental revenues.

**OFFENDERS' STORE FUND (OSF)** – The OSF is a special revenue fund consisting of revenues generated by proceeds from sales at the inmate stores and coffee shops, hobbycraft sales, vending machine sales and commissions from pay phones.

## **APPLICABILITY**

This procedure applies to Inmate Services' staff, and Wardens/Facility Managers participating in the distribution, posting and verification of the Offender's Store Fund Monthly Reports.

## **PROCEDURES**

### **225.01 OFFENDERS' STORE FUND MONTHLY REPORT**

1.1 All money received for the benefit of inmates through contributions, and from other sources not otherwise required to be deposited in another fund, must be deposited in the Offender's Store Fund (OSF).

1.2 Inmate Services will keep a full and accurate accounting of the fund.

1.3 Reports will be submitted to the Board of Prison Commissioners relative to money in the fund as may be required. **(3-4043)**

1.4 The Offenders' Store Fund Monthly Report will be submitted by Inmate Services to the Wardens/Facility Managers and shall include:

1.4.1 A copy of the Budget Status Report-RSW001;

1.4.2 The Notification of Deductions DOC-542; and

1.4.3 The Advisement of Debts Owing To The Department of Corrections DOC-540.

1.5 Copies of the Offenders' Store Fund Monthly Report will be posted in locations accessible to all inmates.

1.6 Inmate Services will be responsible for the distribution of the monthly reports to the Wardens/Facility Managers.

1.6.1 When the Monthly Report is distributed to the Warden/Facility Manager, it shall be accompanied by a Certification of Receipt/Posting of Offenders' Store Fund Monthly Reports on Form DOC-014.

1.6.2 Each Warden/Facility Manager will be responsible for providing the information for inmate access providing proof that the Monthly Report has been posted.

1.6.3 Once the DOC-014 form is completed, the form with the original signature of

the Warden/Facility Manager will be immediately returned to Inmate Services.

1.7 Money and other negotiable instruments confiscated from inmates will be placed in the Inmate Welfare Fund.

1.7.1 Pursuant to the Legislatively approved budget, any money exceeding the overhead expenses as mandated by the Legislature and by Department policy will be transferred to the Inmate Welfare Fund.

1.8 The Offenders' Store Fund will be deposited with the State Treasurer for investment.

1.9 Interest and income on monies in the fund, after deducting any applicable charges, must be credited to the fund and may only be disbursed as authorized by the Legislature.

## REFERENCES

ACA Standards 3-4043 and 3-4044

## ATTACHMENTS

Budget Status Report-RSW001

Certification of Receipt/Posting of Offender's Store Fund Monthly Reports, DOC-014

Advisement of Debts Owing to the Department of Corrections, DOC-540

Notification of Deductions, DOC-542

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**

\_\_\_\_\_  
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**